Minutes of the CCSF Academic Policies Committee (A.P.)
Monday, October 27, 2008
Ocean Avenue Campus, Arts 303

Members Present: Deanna Abma, Beth Freedman, Lancelot Kao, Susanna Mayorga, Madeline Mueller, Fred Teti

Members Absent: Rita Jones, Larry Klein, Renato Larin, MaryLou Leyba, Alice Murillo

Guests: Mamie How, Hal Huntsman, Susan Lopez, Janet Willett, Wil Wu

I. Minutes: The Committee approved the 2008 September 22 minutes.

II. Fred Teti reported that the SP grade recommendation will go to the Academic Senate soon, and that the Bipartite Committee on Graduation Requirements has formed three work groups, one each for equivalency and catalog language for the new Composition requirement, for the Mathematics requirement, and for mapping SLOs to the CCSF G.E. pattern.

III. Discussion and Action Items

A. Purpose Statement: The Committee considered whether it should pursue changing “vocational” to “career/technical” in its purpose statement, which would require amending the Shared Governance agreement. We decided not to pursue the change at the present time.

B. Basic Skills Initiative: Hal Huntsman presented two proposals for the Basic Skills Coordinating Committee membership list. One had a highly specific list of ~30 people from whom a smaller “executive” group would somehow be selected. The second had a less specific list of ~20 people. The Committee expressed support for the second proposal. Huntsman will write up the details for the Committee to examine by email.

2008-10-27-01 That A.P. approve the ~20-member Coordinating Committee in concept with official approval process conducted after receiving details from Huntsman.

C. Education Technology Plan: Mamie How, Janet Willett, and Susan Lopez delivered a summary of changes in the draft Technology Plan. Some of the changes are technology items selected from the District’s Education Plan; others are to ensure that the District does not use CTEA funds for ongoing expenses. Committee members expressed concerns that old classrooms might be neglected in favor of rooms in new buildings and for the availability of Macintosh computers.

D. Institutional Review Board (IRB): Lancelot Kao shared a list of federal guidelines for IRB membership, but he stressed that it will be up to the appointing agents to follow the guidelines. It is still not clear to whom the IRB will report, but most likely it will be to the Chancellor or designee.

E. Study Abroad:

2008-10-27-02 That A.P. recommend to the Academic Senate all ongoing and planned Study Abroad programs for (re-)approval.

F. Multiple Majors and Degrees: Deanna Abma shared some draft Catalog language for the multiple major/degree policy the Committee developed over the past year. We will review the language and probably vote on it in November.

G. Instruction Office items
   a. Minimum grade requirements for certificates: Abma reported that Dean Boegel had brought this item to AP for discussion, but he has decided that there is insufficient support to pursue it further.
   b. Course Repetition policies: Boegel, MaryLou Leyba, and Tom Blair will continue to meet. They hope to have a draft policy for us in November.
H. Course/Discipline Boundaries clarification: Madeline Mueller reported that the Curriculum Committee is having an increasingly difficult time settling cases of overlapping course content between departments (e.g., web training in the computer departments, Business, and the Multimedia program). Curriculum may approach A.P. to help craft a better policy, perhaps one that includes an appeal process.